**Position Description**

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE:  [ ] NEW POSITION   [ ] EXISTING POSITION

### Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. **Agency Name**
   - Kansas State Historical Society

2. **Employee Name**
   - (leave blank if position vacant)

3. **Division**
   - State Archives

4. **Section**
   - For

5. **Unit**
   - Use

6. **Location (address where employee works)**
   - City: Topeka
   - County: Shawnee

7. **(circle appropriate time)**
   - Full time
   - Perm.
   - Inter.
   - Part time
   - Temp.
   - %

8. **Regular hours of work: (circle appropriate time)**
   - FROM: 8:00 AM To: 5:00 PM

9. **Position No.**
   - K049843

10. **Budget Program Number**
    - 49601

11. **Present Class Title (if existing position)**
    - Public Service Executive II

12. **Proposed Class Title**

13. **Allocation**
    - By: Approved

14. **Effective Date**

15. **By**
   - Approved

16. **Audit Date:**
   - Date: By:

17. **Audit Date:**
   - Date: By:

### PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. **Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?**
   - **Name:**
   - **Title:**
   - **Position Number:**
     - Executive Director
     - K0065650

20. **Who evaluates the work of an incumbent in this position?**
   - **Name:**
   - **Title:**
   - **Position Number:**
     - Same as Above

21. **a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.**

The employee will be given a great deal of latitude in completing assigned tasks and responsibilities. After an initial orientation, only general guidelines for broad assignments will be given and the employee will be expected to plan, implement, and evaluate the activities of the state archives division as well as coordinating planning. The employee will be expected to initiate changes, programs, etc., pursuant to the mission of the Agency in consultation with the executive director. In most cases assignments will be given in terms of the expected outcome with the employee having the latitude to determine methods, details, and staffing for projects.
21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

<table>
<thead>
<tr>
<th>No. Each Task and Indicate Percent of Time</th>
<th>E or M</th>
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<tbody>
<tr>
<td>Management and Planning</td>
<td>E</td>
</tr>
<tr>
<td>- 30%</td>
<td>E</td>
</tr>
<tr>
<td>a. Oversees multiple programs including collections acquisition, collections management, preservation/conservation, digital initiatives, imaging services, public records management, reference services and the land survey program in the State Archives Division at the Kansas Historical Society.</td>
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<tr>
<td>b. Evaluates division programs to ensure that the acquisition and preservation of collections and access to collections in person and online are being met in accordance with agency policies and professional standards as current resources allow.</td>
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<td>c. Analyzes data, studies processes and utilizes analytical tools for the purpose of identifying problems and formulating solutions. Makes program changes as needed.</td>
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<td>b. Formulates division policies and interprets and directs the application of policies and guidelines.</td>
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<td>c. Develops strategic plans that prioritize the implementation of standards-based approaches to division programs and performance-based customer service.</td>
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<tr>
<td>d. Manages the division budget including suggesting divisional budget priorities to the executive director. Makes critical budget decisions based on program evaluations.</td>
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<tr>
<td>Supervision of Personnel</td>
<td>E</td>
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<tr>
<td>- 20%</td>
<td>E</td>
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<tr>
<td>a. Plans, develops and evaluates the work of the State Archivist, the Senior Archivist for Collections and the Imaging Services Manager through direct supervision.</td>
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<td>b. Oversees the supervision of division staff generally by advising supervisors on the implementation of agency Human Resource policies and procedures, supporting supervisor training and listening to and addressing staff concerns on program policies, procedures and supervision.</td>
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<td>c. Oversees and assists with the recruitment, hiring and training of staff within the division.</td>
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<td>c. Promotes healthy workplace by promoting a safe and enriching work environment that prioritizes meaningful tasks, open communication and participation in decision-making. Meets with division staff on a regular basis to communicate agency information, discuss divisional policies and listen to staff concerns and ideas.</td>
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<tr>
<td>d. Promotes staff professional development by pursuing training opportunities and supporting and encouraging participation in professional organizations and attendance at professional meetings and workshops and fostering meaningful engagement with other regional cultural heritage institutions and records repositories.</td>
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<tr>
<td>Contract Writing and Review</td>
<td>E</td>
</tr>
<tr>
<td>- 20%</td>
<td>E</td>
</tr>
<tr>
<td>a. Pursues partnerships and contractual relationships with academic, commercial and other organizations. Pursues mutual relations that would benefit the division, agency and its patrons through an improved ability to achieve division and agency goals and objectives in the acquisition, management, arrangement and description, digitization, promotion and preservation of the division’s collections.</td>
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<tr>
<td>b. Writes and reviews written legal agreements and contracts that clearly document the objectives, rights and responsibilities of mutual contractual relationships between the division/agency and academic, commercial or other organizations in the pursuit of division and agency goals and objectives.</td>
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<tr>
<td>c. Reviews partner performance and other deliverables and outcomes of mutual contractual relationships to ensure such partnerships achieve the goals and objectives outlined in the contract to the benefit of the division, agency and its patrons.</td>
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<tr>
<td>d. Writes and reviews loan agreements, declarations of gift, unique donor contracts and researcher agreements that identify and describe the rights and responsibilities of each party in donor/repository relations. Writes, reviews and signs letters of appreciation to donors that document the donation.</td>
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Grant Writing and Management
a. Pursues relevant grant opportunities from government agencies and private foundations to further division goals and objectives. Collaborates with other KSHS divisions and outside project partners to pursue grants with broader goals and objectives.
b. Writes grant applications that set reasonable goals for achievement and that rely on metrics for measurable outcomes when possible. Writes grant budgets and match requirements that enhance agency resources while minimizing agency contributions and obligations to a level reasonable for achieving project objectives.
c. Manages grant budgets and match requirements according to relevant policies and procedures to ensure success of project. Submits all required narrative and financial reports to ensure agency remains in good standing with granting agency or partner organization.

Promotion and Public Relations
a. Participates in outreach to individuals, communities and organizations to demonstrate a commitment to preserve and promote their history and legacy.
b. Assists in acquiring materials and collections that meet objectives outlined in division collection development policy and agency programs. Collaborates with other KSHS divisions on collecting goals and policy in accordance with agency strategic objectives.
c. Participates in public programs that provide guidance on the importance of the preservation and use of historical documents, historical archives, public records and government transparency by supporting and cooperating with community groups and local governments across the state, including through the Kansas State Historical Records Advisory Board and similar professional groups.
d. Testifies and makes presentations to the legislature, division of budget, and other federal, state and local agencies regarding the State Archives division.
e. Performs or assigns other special projects as designated by the Executive Director.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
   (   ) Lead worker as signs, trains, schedules, oversees, or reviews work of others.
   (   ) Plans, staffs, evaluates, and directs work of employees of a work unit.
   (X) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

   b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Position Number</th>
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<tbody>
<tr>
<td>Public Service Executive II</td>
<td>K0050583</td>
<td></td>
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<tr>
<td>Public Service Executive I</td>
<td>K0042314</td>
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23. Which statement best describes the results of error in action or decision of this employee?
   (   ) Minimal property damage, minor injury, minor disruption of the flow of work.
   (   ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
   (X) Major program failure, major property loss, or serious injury or incapacitation.
   (   ) Loss of life, disruption of operations of a major agency.
   Please give examples.

Ultimately, this position is responsible for everything that happens within the State Archives Division. This includes the care of permanent collections which are vital to documenting the state’s heritage, specifically many records, papers, printed and electronic materials which are not duplicated elsewhere. The maintenance of professional standards in the care of these materials and the production and storage of microfilm are essential to the survival of these materials. The materials must also be processed properly with appropriate finding aids or access to the information becomes difficult or impossible. The provision of access to these materials must also be carefully monitored through the various reference and reading rooms and the personnel in these rooms – providing prompt, courteous and accurate service is very important to the public image of the agency. Promoting high quality customer service and exploring ways to expand access are critical to this position. Maintaining good relations with local and state officials is also critical to the division’s archival and records management functions, and all sections.
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position is in daily contact with the public, other employees, and local and state officials. Contact with donors, others within the profession, and funding organizations is on a weekly basis.

25. What hazards, risks or discomforts exist on the job or in the work environment?

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

   Graduation from an accredited four-year college or university, supplemented by attainment of a master’s degree

   Education or Training - special or professional

   Master’s degree in American history or American studies, library science, archival administration, or historical administration.

   Licenses, certificates and registrations

   Special knowledge, skills and abilities

   Demonstrated ability in administration and supervision, ability to communicate effectively both verbally and in writing.
Experience - length in years and kind

Five years of professional library or archival management experience including or supplemented by two years of administrative and/or supervisory experience.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Master’s degree in American history or American studies, library science, archival administration, or historical administration and five years professional experience in a history-related institution. Two of the required five years of experience must be in a library or archives department.

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<tr>
<th>Signature of Employee</th>
<th>Date</th>
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<tbody>
<tr>
<td>Signature of Personnel Official</td>
<td>Date</td>
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<tr>
<td><strong>Approved:</strong></td>
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<th>Signature of Supervisor</th>
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<tr>
<td>Signature of Agency Head or Appointing Authority</td>
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